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WHY YOU NEED THIS BOOK



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Focuses on Clutter Solutions

Helps You Identify What to Keep

Helps You Create a Safe Home Environment

Keeps You on Track During Major Life Events

Teaches You Step-by-Step Organizing Skills

Helps You Practice Skills on Simple Projects

5-Step Organizing is for people who want more order and harmony in their life. It is the ideal guide for people who lack organizing skills as well as for those who want confirmation they are doing it as well as it can be done.

Whether you are a novice or an expert organizer this book can help simplify your life. By following the easy steps outlined in this book you will discover how simple the organizing process really is and how enjoyable it can be.

SAVES YOU MONEY

This book helps save you money by teaching you how to downsize, limit, and organize your belongings, thereby eliminating the need for duplicate purchases; expensive storage systems or containers; storage sheds; or larger homes. *(See Client Story on page 60.)*

SAVES YOU TIME

This book teaches you the 5-Step Organizing process, which helps you organize your belongings in the fastest, easiest, and most efficient way. Once organized, you will save time by eliminating the need to search endlessly for lost items. You will also find less time is needed to stay organized. *(See Client Story on page 75.)*

FORMATTED FOR FAST READING

Many organizing books contain unnecessary information and excessive wording. In a sense they clutter up their pages with nonessentials. This book gets the information to you in a fast-reading format so you can spend your time solving your organizing dilemmas instead of reading about them!

INCREASES YOUR ENERGY

Living with clutter can drain your energy and weaken your resolve to live an orderly life. The result is often more clutter and frustration. This book teaches you how to break this vicious cycle, thereby helping you feel stronger and more energetic. *(See Clutter Cycle on page 17.)*

REDUCES YOUR STRESS

Clutter can cause significant stress. It is a constant visual to-do list. In addition, stress can become more intense when you need something you cannot find. *For instance, hosting a dinner party can be stressful, but becomes more so if you cannot find all the supplies and tools you need.* This book helps reduce your stress by teaching you how to organize and return your belongings to their proper place for fast and easy use. *(See Client Story on page 27.)*

BUILDS YOUR SELF-ESTEEM

Being in control of your life and surroundings gives you a sense of confidence. This book helps you become more disciplined, which improves self-esteem. *Being organized gives you the confidence to host and entertain those who are important in your life.* *(See Client Story on page 80.)*

FOCUSES ON CLUTTER SOLUTIONS

This book focuses on clutter SOLUTIONS that give you quick and lasting results rather than a long discussion on causes. There can be many causes for clutter, but you only need one solution. This book contains the one solution necessary for organizing ANYTHING in your life. *(See Client Story on page 50)*

HELPS YOU IDENTIFY WHAT TO KEEP

This book helps you identify what items to keep. It also helps you eliminate items you no longer need, love, want, or use but are reluctant to discard. These include gifts, sentimental treasures, unfinished projects, or other similar items. *(See Downsizing Questions on page 45.)*

HELPS YOU CREATE A SAFE HOME ENVIRONMENT

This book helps you create a safe home environment so family and friends can freely move around. Becoming organized can also help protect against dangerous situations such as house fires and destruction caused by pests. *(See Client Story on page 74.)*

KEEPS YOU ON TRACK DURING MAJOR LIFE CHANGES

Most of my clients found themselves in chaos following major life events such as marriage, divorce, illness, births, deaths, relocating, employment changes, holidays, or an overbooked schedule. Anyone experiencing these or similar life events can find it easier to stay on track using the 5-Step Organizing process outlined in this book. *(See Client Story on page 17.)*

TEACHES YOU STEP-BY-STEP ORGANIZING SKILLS

5-Step Organizing teaches you step-by-step organizing skills to help you consistently and systematically experience success instead of failure. *(See Client Story on page 28.)*

HELPS YOU PRACTICE SKILLS ON SIMPLE PROJECTS

The last chapter of this book is designed to help you learn the 5-Step Organizing process by practicing on a few simple projects. Successfully completing these simpler projects gives you the necessary skills for completing larger ones. *(See Baby-Bite Organizing Projects starting on page 89.)*

*“If you do what you’ve always done,
you’ll get what you’ve always gotten.”*

– ANTHONY ROBBINS,
AMERICAN ADVISOR TO LEADERS